

15 07 1977

9 Sept.

8 September 1955

MEMORANDUM FOR: Deputy Director (Support) (Info) - 2
Deputy Director (Intelligence) - 11
Deputy Director (Plans) - 19
Director of Communications - 3
Director of Personnel - 5 (Info)
Director of Logistics - 9
Director of Training - 3
Director of Security - 10
Comptroller - 3
Chief, Medical Staff - 3
Chief, Audit Staff - 1
Inspector General - 1
General Counsel - 1 ✓

*Note: Concurred on
by [redacted] - 25X1A9A
9/14/55 -
no comment
(O.R.D.)*

25X1A

SUBJECT: Proposed [redacted] Acquisition of
Air Conditioners, Mechanical Ventilation Systems, and
Evaporative Cooling Systems
(Job #1335-VJB)

1. The draft for proposed [redacted] 25X1A is submitted for concurrence and comment.

2. The purpose of this issuance is to outline the criteria that must be met and the procedure to be followed before field personnel may obtain air-conditioning and ventilation equipment.

3. Publication of this handbook is requested by the Director of Logistics. Working level collaboration on the issuance has been effected with the Office of the Deputy Director (Plans) and the Medical Staff.

Questions may be directed to [redacted] 25X1A9A
25X1 Division, Office of Logistics, extension [redacted] 25X1A8A

4. A headquarters version of this handbook is being prepared by the Office of Logistics.

5. It is requested that concurrence and comments be indicated on the attached Concurrence Sheet and returned to this Staff by 30 September 1955.

25X1A9A

[redacted]
Chief, Regulation Control Staff

Enclosures:

1. Proposed handbook
2. Concurrence Sheet

MS/RCS: [redacted] :mgm/791

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~~SECRET~~

25X1A

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25X1

- c. Statement to the effect that installation of the equipment would be consonant with current cover arrangements.
- d. Temperature and relative humidity at place of installation. These data should be substantiated by the official weather-reporting facility whenever available.
- e. All available cost data. Submit estimates if actual costs are unknown. Detailed information is desired relative to cost of electrical requirements (both installation and operation), water cooling, etc. If equipment is procurable in the field, include cost of the equipment together with transportation and installation costs.
- f. Recommended method of procurement. The determination of appropriate method of procurement may be dependent upon the procurement action employed by the cover activity (e.g., if the cover activity uses equipment of local manufacture, off-shore procurement may be indicated). If the above situation is not applicable, the method of procurement will be determined on the basis of economy.
- g. Description of available facilities for maintaining equipment.
- h. Dimensions and type of construction of the space in which the equipment is to be installed.
- i. Extent of Organization interest in the structure in which the equipment is to be installed. If structure is leased property, state terms of the agreement with the lessor concerning installation of the equipment. If upon installation the Organization loses title to the equipment, submit details.
- j. Any other applicable information in justification of the requirement.

DISTRIBUTION:

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